



COVID-19 Vaccine Management System (CVMS)

CVMS Provider Enrollment Portal - Updating Total Inventory Dose Quantities Job Aid

Please follow these instructions to update the number of 'TOTAL DOSES' of a vaccine when able to get more doses than expected out of a vial. Please note that only users with a **HEALTHCARE LOCATION MANAGER** profile can process such updates.

1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab

NCDHHS CVMS Provider Portal

Home Recipient Appointments Bulk Registration **Vaccine Inventory** Shipments More

Appointment Walk-In
You can search for eligible individuals by name, date of birth and email. Note that the system will search on exact matches only, no partial.

Name
Search Name

Date Of Birth
YYYY-MM-DD

Email
Search Email

Search

Today's Appointments

| TIME | DETAILS | CASE NUMBER | LOCATION |
|----------------------|---|-------------|------------------|
| Jan 15, 21, 01:58 AM | Test Scenario123 Dose 1 Scheduled | 00111948 | Clinic ABC Loc 1 |
| Jan 15, 21, 02:03 AM | test dob Dose 1 Scheduled | 00111950 | Clinic ABC Loc 1 |
| Jan 15, 21, 09:06 AM | Test Scenario17 Dose 1 Scheduled | 00111956 | Clinic ABC Loc 1 |
| Jan 15, 21, 10:52 AM | Corrections UAT test4 Dose 1 Scheduled | 00111974 | Clinic ABC Loc 1 |
| Jan 15, 21, 10:54 AM | Test-14 Scenario151 Dose 1 Scheduled | 00111975 | Clinic ABC Loc 1 |

View all

4. Search the Vaccine Inventory you wish to update. Double click on the Vaccine Inventory Name.

Home Recipient Appointments Bulk Registration Vaccine Inventory Shipments More

Scan or type a barcode Add Waste Return Inbound Transfer Outbound Transfer

Vaccine Inventories
All Vaccine Inventories

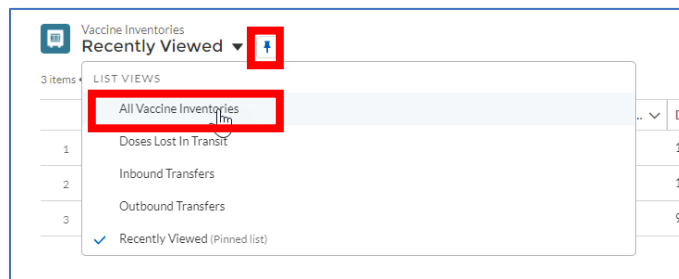
13 Items • Sorted by Vaccine Inventory Name • Filtered by All vaccine inventories • Updated a few seconds ago

Search this list...

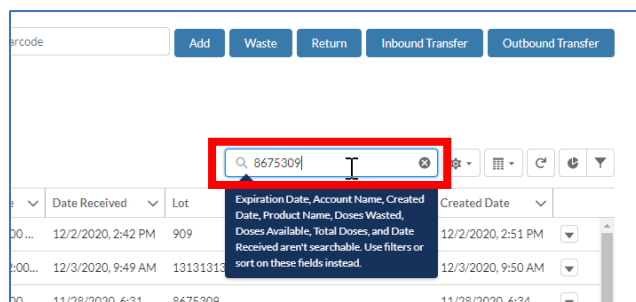
| | Vaccine Inventory... | Account N... | Product Name | To... | D... | D... | Expiration Date | Date Received | Lot | Stat... | St... | Created Date |
|---|---------------------------|------------------|---------------------------|-------|------|------|---------------------|-----------------------|-----------|-----------|-------|-----------------------|
| 1 | 111Delivery 01/15/2021 | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 1 | 1 | 0 | 1/15/2021, 12:00 PM | 1/15/2021, 8:20 AM | 1 | Available | | 1/15/2021, 8:21 AM |
| 2 | ADAIInventory | Clinic ABC Loc 1 | TestVaccine1 | 100 | 87 | 1 | 1/6/2022, 12:00 PM | 1/12/2021, 3:04 PM | 536542... | Available | | 1/12/2021, 3:05 PM |
| 3 | Delivery 01/05/2021 | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 100 | 0 | 90 | 1/1/2042, 12:00 PM | 1/5/2021, 10:06 AM | 1000 | Wasted | | 1/5/2021, 10:07 AM |
| 4 | Delivery 01/07/2021 | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 111 | 0 | 1 | 1/12/2021, 12:00 PM | 1/7/2021, 4:43 PM | 1333 | Returned | | 1/7/2021, 4:44 PM |
| 5 | Delivery 01/14/2021 | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 1 | 0 | 0 | 1/14/2021, 9:00 PM | 1/14/2021, 6:59 PM | 1 | Available | | 1/14/2021, 6:59 PM |
| 6 | Delivery 01/15/2021 | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 100 | 100 | 0 | 1/31/2022, 12:00 PM | 1/15/2021, 12:17 PM | 12345 | Available | | 1/15/2021, 12:18 PM |
| 7 | Expiration 1/13/2021 8... | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 100 | 75 | 1 | 1/13/2021, 8:30 AM | 1/12/2021, 1:25 PM | 100 | Available | | 1/12/2021, 1:26 PM |
| 8 | Grace Moderna Inventory | Clinic ABC Loc 1 | Moderna (10 MDV) CO... | 50 | 36 | 2 | 1/31/2021, 12:00 PM | 1/5/2021, 11:08 AM | 990 | Available | | 1/5/2021, 11:10 AM |
| 9 | Grace Pfizer Inventory | Clinic ABC Loc 1 | Pfizer-BioNTech (195 M... | 60 | 21 | 5 | 2/28/2021, 12:00 PM | 1/12/2021, 11:33 A... | 909 | Available | | 1/12/2021, 11:34 A... |



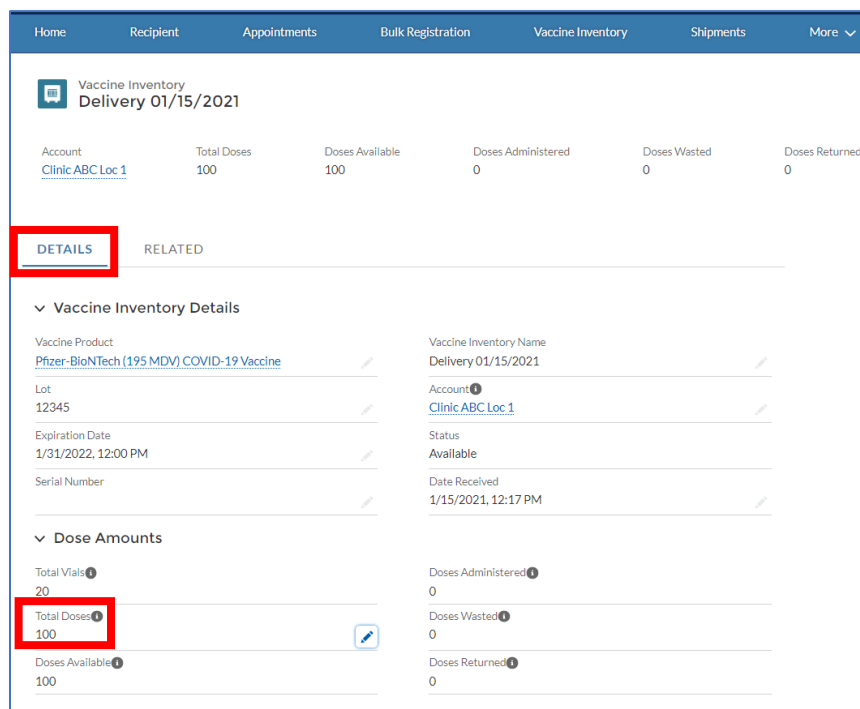
Tip 1: You might have to change the default view. By default, at first connection, the filter selected is 'Recently View'. Switch to 'All Vaccine Inventory' and click on the pin icon 📌 to default to that filter in the future.




Tip 2: if you do not see the inventory you are looking for, type the lot number in the Search field

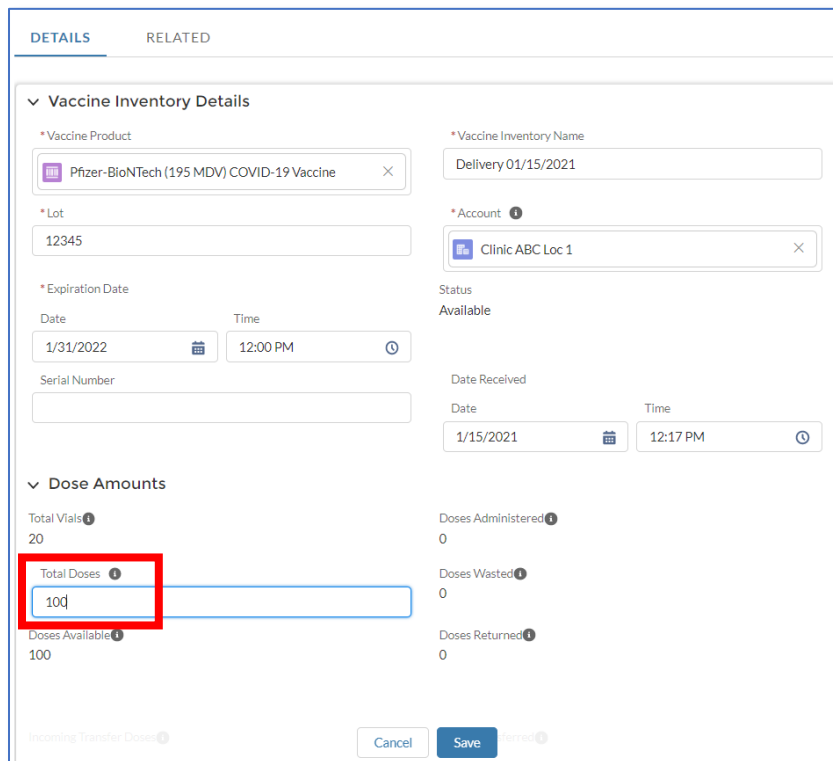


5. In the Vaccine Inventory record **DETAILS** tab, scroll down to the **TOTAL DOSES** field






- Click on the **pen icon**  located next to the **TOTAL DOSES**, enter the accurate number instead.



The screenshot shows the 'Vaccine Inventory Details' form. The 'Total Doses' field is highlighted with a red box and contains the value '100'. The form includes fields for Vaccine Product, Lot, Expiration Date, Vaccine Inventory Name, Account, Status, Date Received, and Time Received. The 'Total Vials' field is set to 20, and 'Doses Administered' is 0.

- IMPORTANT:** Please update the **Vaccine Inventory Name** to facilitate inventory auditing by the State Immunization Branch to document the increase in Total Doses and reason (e.g., 6th dose adjustment). For example, add to the existing Vaccine Inventory Name "Initial quantity of 100 adjusted to 106 for 6th dose adjustment".



The screenshot shows the 'Vaccine Inventory Details' form. The 'Vaccine Inventory Name' field is highlighted with a red box and contains the text 'Delivery 01/15/2021 - Initial quantity adjusted from 100 to 106'. The form includes fields for Vaccine Product, Lot, Expiration Date, Vaccine Inventory Name, Account, Status, Date Received, and Time Received. The 'Total Vials' field is set to 20, and 'Doses Administered' is 0.

- Click **SAVE**.

If you are experiencing issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine.